

United States Bankruptcy Administrator
Middle District of North Carolina
Vacancy Announcement

POSITION: Bankruptcy Analyst

The Bankruptcy Analyst is a paraprofessional position in the Office of the Bankruptcy Administrator providing support to the legal staff. The Bankruptcy Analyst tracks case progress, analyzes case information, performs data input, and produces reports, recommendations and analysis as needed in support of the unit mission.

LOCATION: Middle District of North Carolina in the Greensboro, NC office.

OPENING DATE: May 18, 2005

CLOSING DATE: June 17, 2005 (must be received no later than 4 p.m. on 6/17/05)

Salary and Benefits Information: Positions in Office of the Bankruptcy Administrator are classified and paid under the Judiciary Salary Plan or the Court Personnel System. Salary is set to commensurate with experience. Federal benefits are available for most positions according to federal guidelines. All federal positions are subject to mandatory electronic funds transfer participation for payment of net pay. Court employees are not under the Civil Service System and are "at will" employees. They are, however, entitled to similar benefits including paid vacation, sick leave, choice of health benefit plans, and participation in the Federal Employees Retirement System.

Salary Range: \$40,433 - \$65,704 annually (CL27)

Requirements: Candidates must demonstrate a high degree of initiative, possess excellent interpersonal, communicative and organizational skills and be able to function independently as well as in a team environment. Three years of relevant experience are required. Preference will be given to applicants with at least a bachelors degree in business, accounting, legal studies, or another related field. Applicants must have excellent computer skills, including spreadsheet applications. Travel may be required and possession of a valid driver's license is required. Employees of the U.S. Bankruptcy Administrator are Excepted Service and are required to adhere to a Code of Conduct which will be made available for applicants. All applicants must be a United States citizen or otherwise eligible to work for the United States.

The Selection Process: The best qualified applicants will be invited for a personal interview at their own expense. Due to the volume of applications received, the Office of the Bankruptcy Administrator may only be able to communicate with those individuals who will be interviewed. All information is subject to verification. Applications and enclosures will not be returned. The most suitable applicants will be invited to participate in an interview at their own expense. Travel and relocation expenses will not be paid. Once an applicant has been selected for employment, the applicant may be subject to a credit check and a criminal background check. The person selected may be considered as being hired on a "Provisional Hire" status. Therefore, prior to permanent appointment, applicants considered for this position may undergo a full federal background investigation. The Office of the Bankruptcy Administrator reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written notice.